

# *The Arizona Game and Fish Department*



## Heritage Fund

# *Heritage Grant Manual*

*July 2013*



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## THE HERITAGE GRANT APPLICATION MANUAL – EXECUTIVE SUMMARY

In 2011, the Arizona Game and Fish Department implemented a revised Heritage Fund Grants Process for the 2012 Heritage Grant cycle. In 2012 and 2013 with feedback received from internal and external customers, additional improvements were made. This manual contains all of the revised administrative process changes related to the 2014 Heritage Fund grant cycle process.

This manual covers the Department's entire application process for the Heritage Fund Grants Program referred to as "Heritage Grants" throughout this manual. This includes grant eligibility requirements; grant application, grant scoring, the grant award and notification process; and finally the grant cycle close-out process for Heritage grants awarded by the Arizona Game and Fish Department.

For the 2014 grant cycle the six Heritage Grant funding sub-categories are listed as:

- Environment Education
- Outdoor Education
- Schoolyard Habitats
- Urban Wildlife / Urban Wildlife Habitat
- Public Access
- IIAPM (Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitat)

The Department anticipates a total of \$432,000 available to support the upcoming 2014 Heritage grant cycle with the following funding breakout:

Environmental Education	\$ 16,000
Outdoor Education	\$ 16,000
Schoolyard Habitats	\$ 37,500
Urban Wildlife/Urban Wildlife Habitat	\$112,500
Public Access	\$ 50,000
IIAPM	<u>\$200,000</u>

**Total Available for 2014 Heritage Grant Cycle: \$432,000**

During this grant cycle, the Department will again focus on outreach education to further enhance involvement in any conservation, ecological or biological wildlife or habitat related "field trip" activity. Outdoor Education is aimed at getting more school aged children; teachers, administrators and parents involved with Heritage related wildlife activities statewide. Those interested in applying for an Outdoor Education Heritage Grant should submit the separate one-page application request form, and a separate grant approval process to support Outreach Education Heritage Grant's.

This year, we have further refined the "**Funding Window**" Goals, Objectives and/or Priorities associated with each of the six Heritage Grant sub-categories. To be eligible and considered for a grant award, an applicant's proposal must meet one or more of the goals, objectives or priorities listed within funding window for the sub-category which they are applying for.

The Department welcomes feedback for the Heritage Grants program as we continue to improve grant opportunities available to the public. We hope the application process makes it easy to apply for and understand the requirements and responsibilities associated with Heritage Grants awarded.

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# Arizona Game and Fish Department

## The Heritage Fund “Grants” Program Application Manual

July 2013

### INTRODUCTION

This manual prescribes process guidelines and application materials necessary to apply for funds available through the Arizona Game and Fish Department's (AZGFD) Heritage Fund Grant's Program. Funding for this program is made available to the Arizona Game and Fish Department through an annual allotment of Arizona lottery funds.

In general terms, Heritage Grant project proposals should:

- satisfy a need identified in State Statute under the relevant funding source;
- support the Arizona Game and Fish Department's Mission;
- demonstrate acceptable fish and wildlife conservation and management principles, sound design and appropriate procedures;
- yield public benefits at a level commensurate with project costs.

**Section I** describes general Heritage Grant eligibility requirements and fund-specific information

**Section II** describes the Department's annual Heritage Grant cycle, Review & Scoring process

**Section III** describes the Department's Heritage **Grant Application** process

**Section IV** contains a sample of the Department's **Grant Agreement**. If the grant proposal is awarded funding, a completed agreement will be forwarded to the successful applicant. **It is important that all prospective applicants review this agreement as it describes contract obligations associated with Heritage grant program award.**

**Section V** contains the Glossary of Terms associated with this manual

If there are any questions or comments regarding this manual or the application process, please contact the **Department's Wildlife Grant Administrator at (623) 236-7530.**

**ALL proposals and projects must comply with provisions of Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973.**

# **SECTION I**

## **GENERAL GRANT INFORMATION**

The following information applies to all Heritage Grant program funds addressed in this manual. The six Heritage Fund grant **funding sub-categories** are listed as:

- Environmental Education
- Outdoor Education
- Schoolyard Habitats
- Urban Wildlife / Urban Habitat
- Public Access
- IIAPM (Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitat)

## **ELIGIBLE APPLICANTS**

Eligible applicants include the federal government or any federal department or agency; Indian tribes; all departments, agencies, boards and commissions of the state of Arizona; counties; school districts; cities; towns; all municipal corporations; and any other political subdivisions of the state of Arizona.

In addition, eligible applicants may sponsor an application, through an Inter-Governmental Agreement (IGA) or a Memorandum of Understanding (MOU), on behalf of a private or not-for-profit organization. For example, a club identifies an urban lake where they would like to improve fish habitat. They can approach the city and request sponsorship on a grant application under Urban Wildlife/Urban Wildlife Habitat program fund. If the city agrees to sponsor the project, an MOU or IGA is developed between the club and the city, and the city signs and submits the application to the Arizona Game and Fish Department. The sponsor (in this case, the city) takes responsibility for the project and fulfillment of the Grant Agreement and **must submit an MOU and/or IGA with the grant application.**

If a private or not-for-profit organization needs assistance obtaining a sponsor, the Department may be able to identify a public agency that can serve as a sponsor. Applicants are encouraged to review previously funded projects (listed on Department's website; [www.azgfd.gov/heritage](http://www.azgfd.gov/heritage)) for project ideas and to help determine project eligibility. The applicant should contact the Department's Wildlife Grants Administrator at (623) 236-7530 if more information is needed.

If a grant is awarded, the Participant (if applicable) must acquire and maintain valid applicable special permits (e.g., an Arizona Game and Fish Department scientific collecting permit) prior to project work. All persons working on the project must meet the same requirement.

A grant applicant **must not** have an out-of-compliance Heritage Grant project **or** a Heritage grant project in extension. Applicants must certify that proposed projects shall be in compliance with all State regulations (including barrier-free construction), as well as any applicable Federal or local rules, laws or regulations; certify that proposed projects will be undertaken if a grant is awarded; and show evidence of control and tenure of the project site.

## **PROJECT INFORMATION**

All Heritage Grant project proposals should be for a minimum of \$500 regardless of the sub-category applied for. Environmental Education and Schoolyard Habitat grants have a maximum level of requested funding set at \$10,000 and the maximum level set for any Outdoor Education field-trip grants is \$2,500.

Each grant project must be completed with the initial award of funds as incremental or additional funding will not be approved. Applicants should request the entire amount of money needed to complete the project in the original application. Applicants are encouraged to seek additional funding and support from other sources and to identify these other sources on their application. Although a match of dollars or in-kind labor is not a requirement, it enhances a project's competitiveness during the evaluation and scoring process.

Projects cannot begin until the Grant Agreement has been signed by the applicant and the Department. This includes appraisal work and negotiations for land acquisition projects, contractor selection and site work for development projects. An applicant who is awarded a grant must request the awarded funds within 12 months of the effective date of the Grant Agreement (i.e., the signature date of the Department Director), and must complete the project (including all project business, project deliverables, and closure certification) within 36 months from the agreement effective date, unless the project period has been extended through formal written amendment to the agreement.

Projects should result in a discrete product (e.g., facility, report, program, etc) and available to the public or utilized for public benefit. Properties, facilities, and services funded by a Heritage Grant must be operated and maintained by the participant for the useful life of the project.

The applicant/participant must control land or waters on which capital improvements are made (through fee title, lease, easement, or agreement). Control must be adequate for protection, maintenance, and use of the improvement throughout its useful life.

The participant must give suitable public acknowledgment to the Arizona Game and Fish Heritage Fund for grant assistance, for the useful life of the project. When the project involves acquisition, development or renovation, a permanent sign will be installed which describes the funding sources of all State, Federal and/or local funds. The cost of this signage is an allowable expense as part of the initial project, but the applicant is responsible for maintenance and/or replacement of the signage, as needed. All other project types must also include funding acknowledgment of the Arizona Game and Fish Heritage Fund (e.g., on pamphlets, videos, published reports, educational materials, announcements, technical reports, publications, or other products resulting from the project).

In 2012, the Department implemented a new **Outreach Education (OE) Initiative** to enhance awareness and involvement in any conservation, ecological or biological wildlife or wildlife habitat related "field trip" activity. In 2013 the Department continued this effort to enhance this outreach effort aimed at getting more school aged children; teachers, administrators and parents involved with Heritage Fund wildlife related activities statewide. For the **2014 grant cycle**, we continued to refine the application submission and review process for OE Heritage Grants to enhance this outreach effort.

Applicants interested in applying for an **OE** Heritage Grant must fill out and submit a separate **one-page application** proposal specifically associated with an OE grant. The guidelines associated with OE Heritage Grants, is located within the **OE Funding Window**.

In addition, all applications submitted under the OE sub-category will undergo a review and scoring process, separate from the other five Heritage Grant sub-categories. This allows the Department flexibility to streamline the review and scoring of OE proposals and ultimately award these grants by January each year, to coincide with start of the spring semester in any given school year. This ensures students, teachers, administrators, parents and volunteers can plan, request and receive an OE Heritage Grant award, all within the same school year. It is a much more rewarding and worthwhile experience for those involved in planning a field trip, to also have the opportunity to experience the field trip activity first-hand as well.

Interested applicants must still meet the initial Heritage Fund grant requirements as an eligible grant applicant. Eligible grant applicants can request from **\$500 minimum to \$2,500** maximum to support application requests under the OE sub-category.

## **ELIGIBLE COSTS**

Any costs incurred prior to the effective date of the Grant Agreement (pre-agreement costs) are only allowed as **match or donation** and must be specifically provided for in the project proposal. All pre-agreement costs must be supported by source documents or other records to substantiate the expenditure of funds.

Grant recipients may purchase project equipment with Heritage Grant funds. Equipment purchased for more than \$500 with grant funds shall be used for the purposes intended and for public use for the useful life of the equipment, or shall be surrendered to the Department upon completion of the project, whichever comes first. If the equipment is sold, the Participant shall pay the Department the amount of any resulting proceeds equivalent to the Heritage Grant funds provided for the purchase.

## **PROPOSAL REVIEW**

Grants are awarded through a competitive process. Proposals are reviewed and judged on the basis of their compatibility with goals, needs, and priorities of the Arizona Game and Fish Department, project feasibility, merit, and usefulness of results consistent with the conservation and management of wildlife and their habitats.

## **APPEAL PROCESS**

After all applicants have been notified and grant awards have been announced at a public forum (the Arizona Game and Fish Commission Meeting), any unsuccessful applicant may submit an appeal within thirty (30) calendar days of the Commission meeting in accordance with R12-4-702 (C). This should be done by submitting a letter to the Departments' Wildlife Grants Administrator, Arizona Game and Fish Department, Director's Office, 5000 W. Carefree Highway, Phoenix, Arizona 85086.



## **FUNDING WINDOW's (Important!)**

The Heritage grant “Funding Window” is one of the most essential elements of the overall grant cycle process. Funding windows depict the annual goals, objectives, specific guidance and/or any priorities listed for each Heritage grant funding sub-category. This ensures grants awarded provide the Department an efficient and effective use of the limited Heritage Fund resources available in any given grant cycle year.

Funding windows provide assurance that the Department’s priorities and needs are supported with available Heritage grant funding in support of the overall Department mission. In order to be eligible and receive a reasonable consideration for a grant award, grant proposals must meet one or more of the annual Funding Window goals, objectives or priorities established within the Heritage Grant sub-category in which they are applying for.

Prior to the start of each grant cycle year, the Department conducts an internal review of each sub-category Funding Window and makes necessary revisions to support any changes in Commission direction or Department priorities. Once this internal review is completed and approved, a refined funding window is distributed by the Department for each funding sub-category. This coincides with announcement of application timelines and the anticipated funding levels available to support the upcoming Heritage Fund grant cycle year.

### **HERITAGE FUND SUB-CATEGORIES**

The following descriptions of the six Heritage Grant funding sources include information about special eligibility requirements. Prior to grant submission, please refer to the grant FUNDING WINDOW Goals and Objectives for each funding sub-category to determine which funding window best supports the project proposal submitted. **(FW's 1 thru 6)**

#### **ENVIRONMENTAL EDUCATION (EE)**

**Fund Description** – Environmental Education grants are for projects that develop awareness, appreciation and understanding of Arizona's wildlife and its environment and to increase responsible actions toward wildlife and their habitat. **EE** proposals should request a **minimum of \$500 and a maximum of \$10,000**. For an example of eligible projects, refer to **EE FUNDING WINDOW** Goals and Objectives. **(See FW-1)**

#### **OUTDOOR EDUCATION (OE)**

**Fund Description** – Outreach Education grants are for projects that enhance awareness and involvement in any conservation, ecological or biological wildlife or wildlife habitat related “field trip” activity. **OE** proposals can request from **\$500 to \$2,500** to support application requests under this grant sub-category. For an example of eligible projects, please refer to the **OE FUNDING WINDOW** guidelines. **(See FW-2)**

#### **SCHOOLYARD HABITAT**

**Fund Description** - Schoolyard Habitat grants are for projects that encourage wildlife education on school sites or adjacent sites through the development, enhancement or improvements of urban wildlife habitats. **SCHOOLYARD** proposals should request a **minimum of \$500 and a maximum of \$10,000**. For an example of eligible projects, refer to the **Schoolyard Habitat FUNDING WINDOW** Goals and Objectives. **(See FW-3)**

### **URBAN WILDLIFE AND URBAN WILDLIFE HABITAT**

**Fund Description** – Urban Wildlife/Urban Wildlife Habitat grants are for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments, and increase public awareness of and support for urban wildlife resources. **URBAN** proposals should request **a minimum of \$500 with no maximum amount set**. For an example of eligible projects, refer to **Urban Wildlife/Habitat FUNDING WINDOW** Goals and Objectives. (See FW-4)

### **PUBLIC ACCESS**

**Fund Description** – Public Access grants are for projects that increase or maintain public access for recreational use in cooperation with Federal land managers, local and State governments, private land/water owners and public users. **ACCESS** proposals should request **a minimum of \$500 with no maximum amount set**. For an example of eligible projects, refer to the **Public Access FUNDING WINDOW** Goals and Objectives. (See FW-5)

### **IIAPM (IDENTIFICATION, INVENTORY, ACQUISITION, PROTECTION AND MANAGEMENT OF SENSITIVE HABITAT)**

**Fund Description** – Heritage IIAPM grants are for projects that preserve and enhance Arizona's natural biological diversity. There are many ongoing projects at the Arizona Game and Fish Department and applicants are strongly encouraged to contact the Department's IIAPM Wildlife Management Project Leader or Assistant Project Leaders at (623-236-7500) regarding any questions about IIAPM elements or objectives eligible for the 2014 Heritage Grant cycle year.

**Note:** The list of Species of Greatest Conservation Need (SGCN) that are referenced in this document are available from the Department's Nongame Branch (5000 W Carefree Highway, Phoenix, Arizona 85086; phone 623-236-7507; fax 623-236-7926) or by download from the Department's website ([http://www.azgfd.gov/w\\_c/cwcs.shtml](http://www.azgfd.gov/w_c/cwcs.shtml)).

**Sensitive Habitat** refers to the specific areas within the geographical area historically or currently occupied by a species or community of species in which are found those physical or biological features essential to the establishment or continued existence of the species and which may require special management, conservation and/or protection consideration.

**Habitat Protection** is the process of protecting the quality, diversity, abundance, and serviceability of habitats to maintain or recover populations of Arizona wildlife.

**Project Eligibility** – IIAPM proposals will only be accepted for the element-specific priorities listed within the Funding Window to be considered eligible under this sub-category. **IIAPM** proposals should request **a minimum of \$500 with no maximum amount set**. For an example of eligible projects, refer to the **IIAPM FUNDING WINDOW's** list of Priority 1, 2 and/or 3 projects. (See FW-6)

## SECTION II

### HERITAGE FUND GRANT CYCLE PROCESS

The Department's annual Heritage Grant cycle process consists of the following process steps:

**Heritage Grant Cycle Development.** The Department determines the funding breakout of the Heritage Grant sub-categories for the subsequent grant cycle year. Concurrently, the Department also refines the "Funding Window's" applicable to each of the six Heritage Grant sub-categories. The funding window for each sub-category will contain priority "Goals and Objectives" the Department wants to focus towards during the subsequent grant cycle year.

**Heritage Grant Cycle Announcement.** Annually by July 31<sup>st</sup> or sooner, the Department announces anticipated Heritage Grant application timelines and funding levels available to support grants in each of the six grant sub-categories. The Department also distributes "Funding Window's" for each Heritage Grant sub-category. The timeline depicts all applicable application, supporting documents and funding milestone deadline dates.

**Application Proposal Process.** The Heritage Grant Application Proposal process is aimed at making it easy for applicants to understand, navigate and apply for a Heritage grant.. **ALL** interested grant applicants must submit an application proposal to be considered for a Heritage Grant award. **For 2014**, applicants must submit an application to the Department by the deadline date of **Monday, September 30<sup>th</sup>, 2013**. The initial application submitted must contain basic grant proposal information about the project. Initial application proposals **do not require** applicants to provide any supporting documents required for a full-proposal application.

**Application Pre-Screening Process.** All applications received by the deadline date will undergo an initial pre-screening process by Department staff as they are received. The Department will perform a preliminary review to determine 1) if the applicant is eligible, and 2) whether the grant proposal meets one or more of the goals, objectives or priorities established within the respective funding window of the sub-category applied for. Proposals **must meet both** of the initial pre-screening criteria in order to proceed further for Heritage grant award consideration.

**Application Review & Scoring Process.** Applications successfully pre-screened, will transition to the grant proposal review and scoring process. This process contains the following steps:

**Breakout of Applications.** Once the deadline date is reached, all application proposals that meet pre-screening will continue forward. Each application will be placed into the respective Heritage fund sub-category for which the applicant applied for. If the Department feels an application proposal is better aligned within a different Heritage Grant sub-category, the proposal will be moved to that sub-category for evaluation and scoring, and the applicant notified.

**Application Review and Scoring.** Scoring Team's will score each individual packet within their respective fund sub-category. Each proposal is scored against evaluation criteria established within a Scoring Rubric as a stand-alone grant application packet. Applications are not evaluated, compared or scored against each other, but rather are evaluated against the established Heritage Grant evaluation criteria. Once all applications are scored, the individual packets with scores are provided back to the Department's Wildlife Grant Administrator.

The Department's Heritage Fund Staff is responsible to validate, compile and rank-order each packet. A rank-order list (by score) of packets from highest to lowest is compiled for each funding sub-category. Based on available funding for each funding sub-category, a funding line is drawn to determine how many grant proposals score above-the-fund line and move forward for grant recommendation and ultimate grant award approval. Below-the-fund line packets remain rank-ordered in case any above-the-fund line applicants withdraw or are unable to provide additional required documents or complete requirements associated with the Department's Grant Agreement.

Based on the final outcome of scoring, each of the six rank-order list's of proposals is then presented to the Department's Executive Staff (Deputy Director, Chief Financial Officer and Assistant Directors) for review and approval. Once Executive Staff approves, the prioritized rank-order lists are then presented to the Director for final approval and used for Heritage Grants ultimately awarded.

Once the Director approves the rank-order lists, the Department contacts each above-the-fund line applicant and (if applicable) requests they submit any/all additional documents required. Successful grant applicants notified, have sixty (60) days to submit all required documents associated with completion of the application process, i.e.; Environmental Assessment Checklist, Project Maps, Project Design, etc.

Once the Department receives all required documents from an applicant, a Heritage Grant Agreement is initiated by the Department. SECTION-IV of this manual provides detailed guidance for completion of the grant agreement. Once all above-the fund-line applicants submit their required documents, an announcement of grant awardees is made at a public meeting to the Commission.

Concurrently, all below-the-fund-line applicants are also notified and informed that their project proposals were unsuccessful for grant award for the current grant cycle year. If any above-the-fund-line applicant withdraws or does not meet the submission deadline of required documents within the 60-day window, they are not considered any further for Heritage Grant award. If this situation occurs for whatever the reason, below-the-fund-line applicants are then considered (in rank order) if grant funds are still available to support their project proposal.

**Establishment of Review and Scoring Teams.** The Department will establish six evaluation scoring teams for each sub-category comprised of 3 or 5 of the following scoring team members:

AZGFD Heritage Fund Administrator (and/or) other Department Staff Member **or**  
AZGFD Wildlife Grant Administrator (and/or) other Department Staff Member  
AZGFD Field Operations - (1-2 technical expert representative(s)) **or**  
AZGFD Division - (1-3 technical expert representative(s)) depending on funding sub-category  
AZGFD Heritage Fund Public Advisory Committee (up to two members per sub-category)

**HERITAGE GRANT EVALUATION & SCORING CRITERIA.** All Heritage Grant applications for **EE, SCHOOLYARD, URBAN, ACCESS and IIAPM** that successfully make it through the initial pre-screening process, will then transition to the review and scoring process. **OE Applicants** please refer to review and scoring criteria listed on **Page-14** of this manual.

Each **EE, Schoolyard, Urban, Access and IIAPM** application is reviewed and scored using the following evaluation criteria with a maximum score of 5-points for each question and 55 points maximum project proposal score:

- 1) Is the need for this project clearly established and will the proposal effectively address this need?
- 2) Does the project address one or more of the funding window priorities?
- 3) Are the action plan objectives and milestones a logical progression of times & tasks?
- 4) Do the individuals involved have the knowledge and expertise to successfully complete the project?
- 5) Are the evaluation methods/measures of success adequate to provide meaningful and reliable data of accomplishments?
- 6) Is the marketing/dissemination plan adequate and give due recognition to the Department/Heritage Fund?
- 7) Have local community partners, external reviewers and/or consultants adequately been included in the project?
- 8) Are anticipated costs necessary and appropriate to successfully complete the project and are budget items sufficiently justified?
- 9) Are there matching funds and do they directly benefit the project?
- 10) Is this project a good use of Heritage funds that meets or exceeds a viable Wildlife Conservation need for the Department?

In addition to the criteria listed above, each scoring team member will provide an overall recommendation for each project proposal with a scoring range of plus or minus 5 points based on the following assessment:

**WHAT IS YOUR OVERALL RECOMMENDATION FOR FUNDING THIS PROJECT?**  
 This should represent your individual perspective, if applicable your work unit's perspective and/or the General Public or Local Community perspective. Comments may discuss the importance, desirability or relevance of the proposal, the support (or lack of support) from and for the Local Community, the overall percentage of Heritage Grant funding requested vs. available, and/or any other relevant information you feel essential to the project.

**I STRONGLY RECOMMEND funding this project \_\_\_\_** Point Range: +2 thru +5

**I RECOMMEND funding this project, with reservations \_\_\_\_** Points: (-1) thru +1

**I DO NOT RECOMMEND funding this project \_\_\_\_** Point Range: (-2) thru (-5)

**HERITAGE GRANT EVALUATION & SCORING CRITERIA** All **OE** Heritage grant application proposals **must also meet** the following two additional pre-screening requirements for further OE grant award consideration:

- 1) The funds will be used solely for transportation costs and/or substitute teacher fees.
- 2) A field-trip itinerary is included with the application proposal.

OE proposals that meet initial application pre-screening requirements are then reviewed and scored using evaluation criteria listed below with a score of 5-points per question and 55 points maximum project evaluation score:

- 1) Will proposed activities help develop students' inquiry and problem solving skills?
- 2) Are wildlife and/or habitats a focus of student learning during the field trip activity?
- 3) Does the field trip activity tie in with other classroom instruction?
- 4) Is the school, district and/or local community engaged in the field-trip activity?
- 5) Is marketing plan adequate and give recognition to the Department/Heritage Fund?
- 6) Are there matching funds and do they directly benefit the project?
- 7) Will field trip activity take place during the "preferred" timeframe (January-June)?
- 8) Does field-trip itinerary detail any pre/post-activities beyond the field-trip activity?
- 9) Does applicant proposal attempt to reach underserved or non-traditional audiences?
- 10) Is this project a good use of Heritage funds emphasizing awareness, appreciation and stewardship of Wildlife and its habitats?

**For the 2014 Heritage Grant cycle**, OE proposals will also receive additional **priority points** for the following priority criteria established (listed in Order of Importance):

- 1) Applicant will participate at AGFD youth Day; at the Hirsch ConEd Area; or at another Department property designated within the OE funding window? (1-5 points possible).
- 2) Applicant has not received a Heritage Grant within the last five (5) years? (5 points possible).  
**Note:** An applicant who has received a grant within the last 5 years is still eligible, but will score less comparable to how many years ago they were awarded.
- 3) The applicant is a Teacher Ambassador for AGFD and/or has a representative who has completed a Department sponsored professional development session? (1 or 3 points).
- 4) The applicant is designated as a Title-I school or is submitting the application on behalf of a Title-I school within their District of responsibility? (3 points possible).

## **SECTION III**

The Arizona Game and Fish Department

Heritage Grant Application Process

**HERITAGE GRANT APPLICATION – Where & How to Submit.** Grant proposals can either be mailed, hand delivered or emailed to the Arizona Game and Fish Department. If the applicant chooses to mail or hand deliver the application, two complete copies of the Heritage Grant application proposal must be submitted (1 original and 1 copy) on letter size paper (8.5 x 11 in). If the applicant emails the application only the original application is required. All applications must be received by the Department's Wildlife Grants Administrator at the **Arizona Game and Fish Department's Phoenix Headquarters, by 5:00 p.m. on Monday, September 30, 2013.** An application delivered to any other location will not be accepted. Faxed copies will not be accepted. Applications post-marked on the deadline date, but not physically received at AGFD Phoenix Headquarters by 5:00 p.m., Monday, September 30<sup>th</sup> will not be accepted.

**Mail or Hand Deliver:**

Arizona Game and Fish Department  
Attn: Wildlife Grants Administrator  
5000 W. Carefree Highway  
Phoenix, Arizona 85086

**Email:**

Wildlife Grants Administrator  
[Rbeck@azgfd.gov](mailto:Rbeck@azgfd.gov)

**ALL Heritage OE Grant Applicants** must submit the separate one-page (self-explanatory) application form titled “**Heritage Fund OUTDOOR EDUCATION Grant Application**” along with an attached **Field-Trip Itinerary** (example enclosed) in order to be considered for an OE Heritage Grant award. **(See Enclosure HG-1)**

**ALL other Heritage Grant Applicants** for EE, SCHOOLYARD, URBAN, ACCESS and IIAPM must submit the Heritage Grant four page application in order to be considered for a Heritage grant award. This is the first step in the overall process for submitting an application for a Heritage Fund grant award for these grant sub-categories. **(See Enclosure HG-2).**

**HERITAGE GRANT APPLICATION FORMAT & INSTRUCTIONS.** The following instructions prescribe the format for initial development of the Heritage Grant application. Application format instructions must be followed, questions answered, and all requested data provided. Applicants are expected to utilize the forms provided, narrative format (where indicated), and the Funding Window Goals and Objectives Specification to prepare a clear and concise project application proposal.

**PAGE – 1. Complete the Heritage Grant Application Form** *(Heritage grant forms may be downloaded to fill in the appropriate text electronically. If a form other than the one provided is submitted, the application will be rejected.)*

a. The *Date of Application* will be completed by the applicant and the *Date Received* and *Date Awarded* will be completed by the Department.

b. Applicant Information: Enter the Organizational Name followed by the name of the person submitting the application with identifying title and contact information.

c. Check the appropriate box for the Heritage grant sub-category you are applying for. **CHECK ONLY ONE BOX.**

d. **Project Title.** Provide a one line title that best describes the project proposal. The Project Title should be a concise description of the project.

e. **Project Location.** Describe the proposed project location with as brief and concise a description as you can, (e.g., property legal description, intersection of two streets, GPS coordinate, a prominent landmark map feature, etc). If the Project Location is in a remote location that needs maps or other descriptive documents, please attach these.

f. **Legislative District & County:** List the legislative district(s) and county(s) where the project will have an impact. Please use the current legislative district maps (i.e., 2004 legislative districts) which are available on the Arizona Independent Redistricting Commission web page: <http://www.azredistricting.org/>.

g. **The Application Project Summary (the summary area will expand as needed)** should simply and concisely summarize the entire project in less than 600 characters and must not exceed the space allowed. Included must be statements on the objectives, procedures, expected contribution or impact on the funding priorities of the Funding Window and any/all resulting project deliverables (products/services/outcomes).

h. Complete the Authorized Signature section of the Application Face Sheet. **Obtain the signature of the organization's chief executive officer (or legally authorized designee). All mailed or hand-delivered application signatures must be in blue or red ink. Applicants that email their applications must sign, scan and email their applications or submit their applications with an electronic signature. Applications received via email without a signature will not be accepted.**

**Note:** The Grant Application Form must be signed by an authorized agent of the public agency applying for the grant, and by signing, the authorized agent represents the applicant, and has authority to enter into agreements, accept funding, and fulfill the terms of the proposed project. This person on behalf of the applicant has authority to bind the applicant to the terms of the Grant Agreement. Applicant is required to read the SAMPLE Grant Agreement referenced in Section IV of this manual.

## **PAGE – 2. Project Narrative (The narrative area(s) will expand as needed.)**

In this section, you will provide a narrative detailing your proposed project. You will summarize your plan of operation and describe your proposed action plan deemed necessary and appropriate for the success of the project.



**a. Project Objectives and Action Plan.** Concisely describe and document the problem being addressed and/or the need for the project. The need must:

- Relate to the appropriate Funding Window Goals, Objectives and/or priorities.

**Applications that are not related to the** appropriate Funding Window guidelines **will be rejected** during the initial grant application pre-screening process.

- Describe the scope of the problem being addressed: local, regional and/or statewide. This should relate to one or more of the Funding Window goals, objectives or priorities.

- Describe the target group(s) to be served.

**b.** Provide the anticipated duration of the project to include a beginning and ending date. This list should include milestones that are:

- Numbered, measurable, and performance driven, i.e., should be stated in terms of change expected.

- Describe the specific procedures/activities that will be employed to achieve each of the project objectives.

- Describe the rationale for choosing the selected procedures/ activities and the feasibility of the proposed solutions/strategies.

**c.** Describe how you will measure the progress and success of the project?

- Provide a management plan for operating the project including a description of the skills required and the credentials of those involved in the project.

- Provide an explanation of expected costs and the benefits of the funding requested.

**d.** How will your Organization promote/advertise this project and the AGFD Heritage Fund? Please identify how your organization will promote and highlight the use of Heritage Funds and your partnership with the Department. This could include a Public Relations Plan or list of activities where you will actively promote the Arizona Game and Fish Department's Heritage Fund.

- Describe the steps that will be taken to disseminate project findings and work products to others likely to benefit from the results. Project staff is encouraged to disseminate their findings and work products through State and regional conferences.

- Documents, reports, materials or grant products produced as a result of the grant are public documents. Describe how you will distribute grant materials or products to other organizations.

**e.** List any local community partners with contact information that will assist you with planning, resourcing or any other aspect for completion of the project?

### **PAGE – 3. Project Budget Worksheet**

The purpose of the budget worksheet is to indicate whether the project is well planned and reasonable in scope. Technical errors in the project budget worksheet submitted, could result in a

lower overall score for the project proposal and impact successful grant award. The overall sources of Funds vary in purpose and should include the amount of Heritage funds you are requesting, the amount of match you may be providing and a breakdown of the overall cost of the proposed project.

a. Complete the **Project Budget Worksheet using the** expenditure classifications. When entering dollar amounts, round off to the nearest dollar. **Do Not Include Cents.** Provide the time period the budget covers, along with the amount of Heritage Fund Dollars requested, any local Match and/or Donations and a roll-up of Total Project Costs anticipated.

b. To substantiate the overall Project Budget, list the cost breakdown of each budget classification amount requested. Indicate specific rates and amounts attributed to requested project funds and to fund matching/donations, or other sources of funding. You **must complete** the Project Budget Worksheet and record associated expenditures by expense codes listed below:

**Personnel Costs:** List all personnel by Title (or Name) and Agency or Organizational affiliation involved in the project, or receive benefit from this grant. Estimate the overall number of hours, rates of pay and dollar amounts anticipated. Heritage funds **will not be approved** to supplant (or replace) personnel costs for any permanent, temporary or seasonal salaried or hourly employees already being paid by an organization. However, if any current employees are involved in planning, implementation and/or completion of a project, their anticipated personnel costs associated with the project can be included as match dollars.

**Development Project Costs:** List all estimated development costs (include construction costs, equipment or labor charges, the value of donated materials or services, and purchase price of items procured) for all eligible scope items to be completed as a part of the project. Scope items should be shown in priority order with highest priority items listed first, and should define the facilities to be constructed, unit measurements and total costs.

**Other Costs:** List any costs not defined in the previous categories. Per-diem listed as travel costs should not exceed state or local requirements. In an effort to deliver project dollars to as many projects as possible, no grant dollars will be expended on Indirect Costs. Indirect costs may be utilized as match, if properly documented.

- For publications, itemize costs of design/layout, artwork, photos, color separations, and printing. Include the number of copies to be printed and how the publication will be disseminated.

- Funds awarded for grants may not be used for purposes to lease facilities, for student financial aid, or for programs and activities not eligible for state apportionment. Overhead or indirect costs may be included in a proposal only as part of the Match provided by an applicant.

- Although not required applicants are encouraged to seek match opportunities with a match ratio of one-to-one; however, match less than 1:1 will still earn points. Applicants should include any/all anticipated volunteer labor, materiel and services as part of their project match associated costs.

Failure to provide complete budget information in the format required may result in an application not being seriously reviewed for grant funding consideration.

**NOTE: The State is not liable for any costs incurred by Grantees prior to the issuance of a Grant and receipt of all necessary approvals and signed Grant Agreement.**

For travel, state travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost.

**Note:** List the appropriate funding amounts that will be utilized to accomplish the project, including the Heritage "Grant Dollars" being requested and any other secured local match or donation dollars anticipated, including salaries, or other contributions. These Dollars must equal the total amounts from AZGFD project budget sheets submitted.

#### **PAGE – 4. Complete the Primary Contact List**

**Note:** The first contact listed on the form is the “Application Writer/Process Contact.” If a grant is awarded, it is imperative for Office staff processing the award to have someone they can contact regarding questions pertaining to the application material. Each of the contacts listed should be actively involved in the project. If no one is available, the approval process could be delayed. **All of the primary contact information should be kept current at all times during the project duration.**

#### **HERITAGE GRANT APPLICATION REFINEMENT PROCESS.**

Once the Heritage Fund grant prioritized rank-order lists are approved, above-the-fund line applicants are notified and if applicable, required to submit additional supporting documents.

**Notification of Applicants.** Once the Heritage Grant rank-order lists are approved, the Wildlife Grants Administrator will contact above-the-fund line applicants and instruct them to submit all remaining application documents (if applicable) to complete their application packet. Applicants have **sixty (60) days** to complete and submit all remaining full application documents required.

Above-the-fund line applicants will be assigned a Department technical refiner who will assist the applicant through the full proposal process. Technical refiners are responsible to contact the applicant and assist them with further refinement and completion of project requirements associated with a complete application packet to enhance the quality of the final project proposal.

Technical refiners will discuss specifics of the project and any additional information or clarification needed from the applicant. An open communication dialogue between the applicant and technical refiner is essential to the technical refinement process as a means to enhance the applicant’s project proposal and ultimately successful implementation of the project. If an above-the-fund line applicant does not meet the deadline date for full application document submittal, they drop from any further consideration of grant award.

Below-the-fund line applicants are also notified by the Wildlife Grants Administrator to let them know where they fell out in comparison to other applicants within their respective sub-category. The top two below-the-line applicants in each fund sub-category are instructed to be prepared to submit additional documents if any above-the-fund line applicants drop from grant consideration.

The Department’s Heritage Fund staff and technical refiners assigned will assist applicant’s with the administrative progress of each packet to complete all requirements leading towards successful grant award and subsequent implementation of the project.

**Grant Application – Additional Document Requirements.** Once Grant Award Notification is received by an applicant, additional proposal documents are required (if applicable) in order to complete an application packet. All supporting documents required must be received by the established deadline date, before a Grant Agreement Contract is initiated by the Department. Please read the information provided below to help determine if any of these additional application requirements apply.

**Examples of these additional requirements are listed below:**

#### **LOCATION MAP/DRAWINGS**

**If applicable, Project Proposal must submit a Location Map** clearly identifying project locations or project proposal areas.

*General Requirements for all Project Maps. All maps should be on 8½ X 11 paper, if possible. Each map must include the project title, scale of the map, a north arrow, and the date the map was created or modified. Applications will be rejected if staff cannot locate the project, and/or project proposal area with the information provided by the applicant. Please submit more than one map as necessary and attach any additional information for clarification.*

**Construction Projects.** These proposals include roads, trails, piers, habitat development (including schoolyard habitats), habitat restoration, etc. It is important that the **location** includes any streets, access roads, trails, or other terms of locations (Section, Township and Range). Additionally, a **Site Plan and/or Design Plan** must be submitted if applicable.

**Site Plan** - A site plan must be submitted if site development is part of the project proposal. It must define any existing, proposed, or future development (if known) as well as surrounding land uses. In the case of habitat development/restoration, these plans must include lists and locations of species to be planted, **and any** other habitat components of the landscape plan.

**Design Plans** - Design Plans (including Architectural, Engineering and/or Construction plans) must be submitted for proposed structures such as piers, landings, interpretive kiosks, tortoise enclosures, wildlife viewing blinds, etc. If plans are not complete, an estimated date of completion must be noted on the preliminary conceptual plan.

**Acquisition Projects.** The following additional items must be included with the **location map**: legal description (examples would include deed reference, dedicated right of ways, water bodies, surveys, or measurements from permanent locator points at the site), property lines, parcel numbers and parcel sizes, any existing developments, surrounding land uses, and the mode of access to property (public road, right of way, easement, etc.). If the access is under lease, please state the remaining term of the lease. If this information is unavailable, contact the Wildlife Grants Administrator listed in the Introduction to this manual, **before the date the Grant Agreement must be signed.**

**Research Projects.** Provide a map(s) that defines the general location(s) where the field work and data analysis will occur. Attach documentation or letter of intent from the land owner (if other than the applicant) granting permission for the research to occur on the property.

**Class, Workshop, and Event Projects.** Provide a map(s) that shows where the majority of the project development will be completed. Additionally, define the location(s) of these project activities.

**Media Publications-Projects.** Provide a map(s) that locates where the majority of the publication will be developed and define(s) the distribution locations.

**Urban Projects.** Provide a map(s) that shows location(s) of project. If the project is located near the limits of an incorporated area, or within 5 miles of the incorporated area, show the incorporated boundary and the 5-mile limit boundary on the map along with the project location.

## EVIDENCE OF CONTROL AND TENURE OF PROJECT SITE

Proposed facilities to be developed with awarded funds must be located on land and/or water, which the applicant owns or manages. If the project site is **owned** by the applicant, a **copy of the appropriate legal document showing title in the name of the applicant and the legal description of the property** must be attached to the application.

If the proposed development site is **managed** by the applicant, a copy of the **lease, special use permit, intergovernmental agreement**, or other appropriate official instrument must be provided before the Grant Agreement is approved. The terms and provisions of the applicant's management or control rights to the proposed site must be commensurate with the proposed investment in at least one of the following three respects:

1. The time remaining on the use agreement must be a term sufficient, in the judgment of the Arizona Game and Fish Department, to ensure a period of public use commensurate with the expenditure of awarded funds.
2. The use agreement cannot be revocable at will by the property owner and should provide for the option to renew by the managing agency.
3. Applicant must show evidence that public access exists to the proposed project site where (unless the purpose of the project proposal is to specifically create or limit such access).

If the proposed project is a **research project** and the proposal relates to sites **not controlled** by the applicant, a copy of the permit or agreement (or; at a minimum, a letter of intent from the land manager) allowing the research **must** be provided before the Grant Agreement is approved.

Finally, if a project requires any type of ground disturbance an **AGFD SHPO Certification** and **AGFD Environmental Assessment Checklist** are required. If applicable, please contact the Wildlife Grants Administrator to discuss submission of these two documents.

## HERITAGE GRANT AGREEMENT PROCESS.

As above-the-fund-line applicants complete submission of all application requirements, the Department Wildlife Grant Administrator initiates an AGFD Heritage **Grant Agreement** and sends it to the applicant. This agreement is the binding legal grant contract and is considered approved once it is

signed by the Director, Arizona Game and Fish Department. **Note:** Electronic Signatures will not be accepted as part of the Grant Agreement only original signatures. A **sample Heritage Grant Agreement** is provided in **Section-IV** of this manual.

**Heritage Grant Funding.** Once the grant agreement contract is approved, the grant participant requests project funds within 12-months from the effective date of the grant agreement. A funding request is requested through and processed by the Wildlife Grants Administrator and the participant has three years to complete the project. Normally, ninety percent of the project's funds are transferred at the beginning of the project and the final 10% is transferred when the project is ready to close. However, the Department can transfer 100% of the grant award at the beginning of the project if requested by the participant and approved by the Department.

**Heritage Grant Cycle Close-Out.** Grant close-out process requirements for Heritage grants awarded and funded must be met and completed per project timeline or three year project period whichever occurs first. If a grant participant will not complete the project within the three year timeframe, they can request an extension of the project. Requests for extension must be in writing either mailed in or emailed and must arrive to the Wildlife Grants Administrator with at least thirty days remaining from the project closure deadline date.

**Heritage Funded Grant Monitoring Requirements.** The successful execution and use of the Arizona Game and Fish Department's Heritage Fund program requires procedures used for monitoring compliance with contracts, grants and/or agreements for completed projects. Clear monitoring procedures ensure projects proceed appropriately and that monitoring activities of completed projects is formally documented. Monitoring also ensures the Heritage funded services or projects provide the public with an overall value or benefit of the funds expended.

**In-Project Monitoring Requirements.** Each Heritage Grant participant is responsible to ensure their project meets all monitoring and documentation requirements from project implementation through the full "term of public use." These requirements will be specified within the Grant Agreement ***"Special Conditions Section"*** and could include the following:

## **SECTION IV**

*Note: The sample Grant Agreement is provided below for informational purposes only. Prospective applicants should review and understand the agreement prior to submitting an application; however, applicants should not sign and return the agreement at the time of application. Should the applicant be awarded a grant, a signed agreement will be initiated by the Department and required prior to project initiation.*

### HERITAGE GRANT AGREEMENT

### **SAMPLE ONLY**

#### BETWEEN THE ARIZONA GAME AND FISH COMMISSION AND **[INSERT NAME OF GRANTEE]**

This Heritage Fund Grant Agreement (“Agreement”) is entered into between the Arizona Game and Fish Commission (“Commission”) and **[INSERT NAME OF GRANTEE]** (“Grantee”) (collectively “Parties” and singularly “Party”) pursuant to A.R.S. § 17-231 (B)(7). The terms “Department” and “Director” refer to the Arizona Game and Fish Department and its Director, acting as administrative agent for the Commission.

WHEREAS, the Commission believes it is important to partner with other agencies or organizations in conserving Arizona’s wildlife and preserving Arizona’s wildlife heritage;

WHEREAS, the Commission wishes to foster this valuable partnership by granting funds to the Grantee to carry out the project(s) set forth in the Grantee’s approved grant application (“Application”), which is incorporated herein and attached as Exhibit A, in accordance with the terms of this Agreement;

**NOW, THEREFORE**, in consideration of the above premises, the Parties hereto agree as follows:

#### II. The Department shall:

1. The Department shall provide to the Grantee **\$(INSERT AMOUNT OF AWARD)** to carry out the project(s) set forth in the Grantee’s Application. The Grantee shall place all grant monies received in a non-interest bearing account.

Payment shall be made as follows:

- a. 90 percent payable upon execution of this Agreement.
  - b. 10 percent, less any adjustment for actual expenditures, upon receipt of a written request and a certification of project completion from the Grantee.
2. The Department shall not reimburse the Grantee for items other than those defined in this Agreement.
3. The Department shall not make any grant payment on the remaining 10 percent until the Grantee has submitted all past due project status reports.

#### III. Grantee shall:

1. Deposit all amounts received under the terms of this Agreement to appropriate accounts for each project under the name and number of the project and use such non-interest bearing funds to fulfill the purposes set forth in the Grantee's Application. Should the Grantee use funds provided to it under this Agreement for purpose(s) other than those set forth in the Grantee's Application, this Agreement shall terminate automatically and the Grantee shall return to the Department all misappropriated and unused funds. The Grantee shall not use grant funds for the purpose of producing income. The Grantee shall not use grant funds to pay compensation in excess of the established salary for any permanent public employee. The funds shall be expended only for grant work as authorized under the terms of this agreement

2. Maintain full accounting of all actual expenses associated with completing this project and provide copies to the Department as requested.

3. Publicly acknowledge that Commission funds were used to assist project accomplishments. All materials prepared in the performance of this Agreement shall be acknowledged as having been funded by the Arizona Game and Fish Department and the Arizona Wildlife Conservation Fund.

4. Install a permanent sign that credits the Fund and contains the official Department logo and states that funding for the project(s) has been provided by the Commission at the project site, if a project involves acquisition of property, development of public access or renovation of a habitat site.

5. Submit semi-annual project status reports that include the following information: 1) Progress toward completing approved work; 2) An itemized, cumulative project expenditure sheet; 3) Any anticipated delays or other problems that may prevent on-time completion of the project; 4) Any additional information that the Department requests in accordance with this Agreement.

6. Operate and maintain grant-assisted capital improvements, provide reasonable protection of any project improvements, and ensure that reasonable public access is maintained as specified in this Agreement.

7. Return to the Department any unused monies upon completion of the awarded project. The Grantee may make a written request that the Department award the unused monies for an additional project that is consistent with the original scope of work.

IV. It is mutually agreed and understood that:

1. At its discretion, the Department may conduct periodic on-site inspections of the project(s) at all reasonable times. Before final payment is released, the Department may perform a completion inspection and review of an awarded project.

2. In the event of a conflict between the terms of this Agreement and the Grantee's Application, the terms of this Agreement shall govern.

3. This Agreement shall become effective upon the date of final signature and shall continue for a period not to exceed three (3) years. This Agreement may be amended at any time by mutual agreement of the parties in writing. It may be terminated by either party upon thirty 30 days written notice to the other Party. Upon termination, the Grantee shall cease all work performed pursuant to this Agreement and return any unused funds to the Department.



4. The Parties may amend the terms of this Agreement by mutual written consent. The Department shall prepare any approved amendment in writing, and both the Department and the Grantee shall sign the amendment. An amendment lacking a required signature is invalid.

5. The DEPARTMENT may temporarily suspend grant assistance under the project pending required corrective action by the PARTICIPANT or pending a decision to terminate the grant by the DEPARTMENT by notifying the PARTICIPANT in writing. Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he or she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract

6. The DEPARTMENT may terminate the project in whole or in part at any time before the date of completion, whenever it is determined that the PARTICIPANT has failed to comply with the terms or conditions of the grant. In case of default, the DEPARTMENT will provide written notification. The PARTICIPANT will have ten days to correct the default or show cause. The DEPARTMENT will promptly notify the PARTICIPANT in writing of the determination and the reasons for the termination, together with the effective date. All payments made to the PARTICIPANT shall be recoverable by the DEPARTMENT under the project terminated for cause.

7. The DEPARTMENT or PARTICIPANT may terminate grants in whole, or in part, at any time before the date of completion, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date of the termination and, in the case of partial termination, the portion to be terminated. The PARTICIPANT shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The DEPARTMENT may allow full credit to the PARTICIPANT for the grant share of non-cancelable obligations properly incurred by the PARTICIPANT before termination.

8. The DEPARTMENT may require specific performance of the terms of this agreement or take legal steps necessary to recover the funds granted if the PARTICIPANT fails to comply with the terms of the grant or breaches any condition or special condition of the Grant-In-Aid Participant Agreement.

9. The remedies expressed in this agreement are not intended to limit the rights of the DEPARTMENT. This agreement shall not in any way abridge, defer, or limit the DEPARTMENT'S right or remedy under law or equity that might otherwise be available to the DEPARTMENT.

10. If the PARTICIPANT violates state law or this agreement, the DEPARTMENT may seek recovery of all funds granted and classify the PARTICIPANT as ineligible for heritage Funds grants for a period not to exceed five (5) years.

11. Remedies may include repayment of the grant if the PARTICIPANT fails to provide for operation and maintenance of the equipment, facilities or product of any Heritage grant funded

project during the Term of Public Use. The PARTICIPANT shall reimburse the Heritage Fund as follows:

<u>Years maintained within term of Public Use</u>	<u>Grant Repayment Required</u>
0-20%	100%
21-40%	75%
41-60%	50%
61-80%	25%
81-100%	0%

12. All written notices concerning this Agreement shall be delivered in person or sent by certified mail, return receipt requested, to the Parties as follows:

A. For the Commission and Department:  
Arizona Game and Fish Department  
Heritage Grants Coordinator  
5000 W. Carefree Highway  
Phoenix, Arizona 85086

B. For the Grantee:

**[INSERT NAME AND ADDRESS OF GRANTEE AND ITS REPRESENTATIVE]**

13. In carrying out the terms of this Agreement, the Parties agree to comply with Executive Order 99-4 prohibiting discrimination in employment, the provisions of which are incorporated herein by reference.

14. Pursuant to A.R.S. § 35-214, all books, accounts, reports, files, electronic data, and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement.

15. The PARTICIPANT shall use equipment purchased with grant funds for a public purpose for the useful life of the equipment, or surrender the equipment to the DEPARTMENT upon completion of the project, whichever comes first, if the equipment purchased with grant funds has an acquisition cost of greater than \$500. If the equipment is sold, the PARTICIPANT shall pay the DEPARTMENT the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

16. To the extent required under A.R.S. § 12-1518, the Parties agree to use arbitration to resolve any dispute arising under this Agreement, with each Party to bear its own attorneys' fees and costs.

17. Unless the PARTICIPANT is a State agency, or an agency of the United States of America, the PARTICIPANT shall indemnify, save and hold harmless the DEPARTMENT, and the State of Arizona, its agents, departments, officers and employees from all claims, loss, damage, liability, expense, costs, and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the issuance of or the performance of services rendered as part of this agreement

18. Assignment-Delegation: No right or interest in this contract shall be assigned by the PARTICIPANT without the prior written permission of the DEPARTMENT, and no delegation of any duty of the PARTICIPANT shall be made without the prior written permission of the DEPARTMENT.

19. This Agreement is subject to termination for conflict of interest pursuant to A.R.S. § 38-511.

20. This Agreement shall terminate automatically if funds necessary to carry out this Agreement are not allocated or available to the Commission or the Department. In the event of such termination, the Commission and the Department shall incur no obligation or liability to the Grantee under this Agreement.

21. This Agreement in no way restricts either Party from participating in similar activities with other public or private agencies, organizations, or individuals.

22. All work performed pursuant to this Agreement shall be in compliance with all applicable state and federal laws and regulations. If Grantee violates state or federal law or this Agreement, the Department shall seek recovery of all monies awarded and classify the Grantee as ineligible for grant monies for a period not to exceed five (5) years.

23. The attached Application and estimated cost sheet is hereby incorporated and becomes a part of this Agreement.

24. It is understood by the Parties that the Grantee is an independent contractor with respect to Arizona and not an employee of the Department. The Department will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefits to the Grantee.

25. Grantee's employees, if any, who perform services for the Department under this Agreement, are bound by the provisions of this Agreement. At the request of the Department, the Grantee shall provide adequate evidence that such persons are the Grantee's employees.

26. Grantee acknowledges its obligation to obtain appropriate insurance coverage for the benefit of the Grantee (and Grantee's employees, if any). The Grantee waives any rights to recovery from the State of Arizona, the Commission or the Department for any injuries or property damage that the Grantee (and/or Grantee's employees) may sustain while performing services under this Agreement and that are a result of the negligence of the Grantee or Grantee's employees.

27. If Grantee contracts with a third party or subcontractor, the Grantee shall be responsible for ensuring said third party's or subcontractor's compliance with the terms of this Agreement, and Grantee shall be responsible to the state of Arizona, the Commission and the Department if the third party or subcontractor defaults or violates any terms or conditions of this Agreement.

28. If applicable, Grantee shall ensure that the value of real property purchased with grant assistance is appraised by a state certified appraiser within six (6) months before its acquisition, in accordance with the Uniform Standards of Professional Appraisal Practice. The Department reserves the right to select an appraiser for an independent evaluation if the Department has evidence that the participant's appraised value of the real property is not accurate.

29. The Parties agree to comply with Executive Order 2005-30, "Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors," the provisions of which are hereby incorporated by reference.

30. Any **Special Terms and Conditions attached hereto as Exhibit B** are hereby incorporated into this Agreement. All Heritage Grant Agreements will contain language specific to project monitoring and documentation requirements within the special conditions section of the agreement and define these requirements from project implementation through the full "Term of Public Use." These special terms and conditions could include the following:

**a. Project Monitoring.** Project monitoring activities defined and structured to meet and protect the best interests of the Department and ensure proper use of the Heritage Funds used. Project monitoring activities (on-site inspections) can/should be incorporated into existing field work activities when possible to enhance field work efficiencies.

**b. Project Documentation.** Project documentation requirements should also be defined and structured to meet and protect the best interests of the Department and ensure proper use of the Heritage Funds used. Project documentation can incorporate the use of a project checklist which may include photo points documenting project progress, short and long term compliance and final project close-out. **(See attached Heritage Grant Monitoring Requirements Checklist)**

**c. Project Compliance.** Annually, the Department's Funds and Planning section will randomly select up to 10% of all post-completion assessment reports received, for an on-site inspection of the project site to validate project reports and findings. The on-site inspections will be conducted by the Department's Heritage Fund Administrator to validate project compliance.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date below:

[INSERT NAME OF GRANTEE]

\_\_\_\_\_  
[Name]  
[Title]

\_\_\_\_\_  
[Date]

ARIZONA GAME AND FISH COMMISSION

\_\_\_\_\_  
Larry D. Voyles  
Secretary to the Commission  
Director, Arizona Game and Fish Department

\_\_\_\_\_  
[Date]

# **SECTION V**

## **GLOSSARY OF TERMS**

**Administrative subunit** means the branch, department, division, section, school, or other similar divisional entity of a public agency where a participant contact is directly employed, for example, an individual school, but not an entire school district; an individual field office or project office, but not an entire agency; or an individual administrative department, but not an entire city government.

**Approved application:** refers to a participant's application to include changes, exceptions, deletions, or additions made by the Department prior to and for the purposes of approval.

**Authorized signature:** refers to the person acting on behalf of the applicant who has authority to bind the applicant to the terms of the Grant Agreement.

**Candidate species:** refers to a species or subspecies of native Arizona wildlife for which habitat or population threats are known or suspected but for which substantial population declines from historical levels have not been documented.

**Commission:** refers to the Arizona Game and Fish Commission.

**Department:** refers to the Arizona Game and Fish Department.

**Effective date:** refers to the signature date of the Arizona Game and Fish Department Director on the Heritage Grant Agreement.

**Eligible applicant:** refers to any public agency or organization sponsored by a public agency that meets the applicable requirements of this program and does not have a Heritage Grant Funded project in extension.

**Environmental Education (EE):** refers to EE programs dealing with basic ecological principles and the effects of natural and man related processes on natural and urban systems and programs to enhance public awareness of the importance of safeguarding natural resources. **EE** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Endangered species:** refers to a species or subspecies of native Arizona wildlife whose population has been reduced to such levels that it is in imminent danger of elimination from its range in Arizona, or has been eliminated from its range in Arizona.

**Equipment:** in this manual, refers to items purchased for more than \$500 with Heritage Grant funds. This equipment shall be used for a public purpose for the useful life of the equipment, or shall be surrendered to the Department upon completion of the project, whichever comes first. If the equipment is sold, the Participant shall pay the Department the amount of any resulting proceeds in the ratio equivalent to the funds provided for the purchase.

**Facilities:** refers to capital improvements.

**Grant “FUNDING WINDOW” Goals and Objectives Process:** refers to a document approved by the Arizona Game and Fish Department’s Executive Staff based upon Commission Guidance, the Department mission, strategic plans, and current guiding statements which define the Department's priorities. This process is used for prioritizing grant applications against defined Goals and Objectives for each of the six established Heritage Grant sub-categories.

**Habitat evaluation:** an assessment of the status, condition and ecological value of habitat and subsequent recommendations of management, conservation or other protection measures, or mitigation measures, including but not limited to, recommendation of reasonable alternatives for the proposed projects that might otherwise affect the habitat under assessment.

**Habitat protection:** refers to the process of protecting the quality, diversity, abundance, and serviceability of habitats for the purposes of maintaining or recovering populations of Arizona wildlife.

**IIAPM:** Identification, Inventory, Acquisition, Protection and Management of sensitive habitat. **IIAPM** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Outdoor Education (OE):** refers to grants for projects that enhance awareness and involvement in any conservation, ecological or biological wildlife or wildlife habitat related “field trip” and/or “professional development” activity. **OE** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Participant:** refers to an eligible applicant that has been awarded a Heritage Grant.

**Primary Contact:** refers to the individual associated with the project that will have day-to-day knowledge of the project. This should be someone we can contact regarding questions pertaining to the application material. Each of the contacts listed on page 4 of the application should be actively involved in the project.

**Project:** refers to an activity or series of related activities described in the specific project scope of work and results in specific products or services.

**Project period:** refers to the period of time that begins on the grant effective date and continues for up to three calendar years, unless the Department grants an extension. All project business shall be completed in the project period, including all deliverable products and services, payments and/or reimbursements, and closure paperwork.

**Public Access (Access):** defined in A.R.S. § 17-296 as providing entry to publicly-held lands for recreational use where such entry is consistent with the provisions establishing those lands. **ACCESS** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Public agency:** refers to the federal government or any federal department or agency, and Indian tribe, this state, all state departments, agencies, boards, and commissions, counties, school districts, public charter schools, cities, towns, all municipal corporations, and any other political subdivision.

**Publicly-held lands:** refers to federal, public and reserved lands, State Trust Lands, and other lands within Arizona that are owned, controlled or managed by the federal government or a state agency or political subdivision.

**Sensitive element:** refers to a species (e.g., bald eagle), habitat type (e.g., plains grassland), or biological community (e.g., bat roost) that the Department has determined needs, or may need, special management (including conservation or protection) attention.

**Schoolyard Habitat:** refers to **Schoolyard** grants for habitat projects that encourage wildlife education on school sites or adjacent sites through development, enhancement or maintenance of urban wildlife habitats. **SCHOOLYARD** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Term of Public Use:** refers to the time period during which the project or/facility is expected to be maintained for public use.

**Threatened species:** refers to a species or subspecies of native Arizona wildlife that, although not presently in imminent danger of being eliminated from its range in Arizona, is likely to become an endangered species in the foreseeable future.

**Urban Wildlife and Urban Wildlife Habitat (Urban):** refers to **URBAN** grants for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments, and increase public awareness of and support for urban wildlife resources. **URBAN** is one of the six Heritage Fund grant sub-categories addressed in this manual.

**Urban wildlife project:** refers to a project addressing wildlife that occurs within the corporate limits of an incorporated city or town or within 5 miles, straight-line distance, of the boundary of an incorporated area that receives significant impact from human use.

**Wildlife:** refers to all wild mammals, wild birds, and the nests or eggs thereof; all reptiles, amphibians, mollusks, crustaceans, and fish, including their eggs or spawn.



Heritage Fund

## Department Contact Personnel

**Kellie Tharp**, Education Branch Chief, 623-236-7238, [ktharp@azgfd.gov](mailto:ktharp@azgfd.gov) for application questions associated with **Environmental Education, Schoolyard Habitats and/or Outdoor Education**

**Al Eiden**, Landowner Relations Program Manager, 623-236-7624, [aeiden@azgfd.gov](mailto:aeiden@azgfd.gov) for application questions associated with land **Public Access Projects**

**Eric Swanson**, Urban Fishing Program Manager, 623-236-7263, [eswanson@azgfd.gov](mailto:eswanson@azgfd.gov) for application questions associated with urban waterway **Public Access** or **Urban Wildlife Fish Habitat Projects**

**Mike Rabe**, Nongame Branch Chief, 623-236-7263, [mrabe@azgfd.gov](mailto:mrabe@azgfd.gov) for application questions associated with **IIAPM, Priority 1 & 2 Projects**

**Joyce Francis**, Habitat Branch Chief, 623-236-7605, [jfrancis@azgfd.gov](mailto:jfrancis@azgfd.gov) for application questions associated with any **IIAPM, Habitat, Connectivity or Smart Growth Priority 3 Projects**

**Cristina Jones**, Turtles Project Coordinator, 623-236-7767, [cjones@azgfd.gov](mailto:cjones@azgfd.gov) for application questions specific to **Tortoise Habitat Enclosure Projects**

**Robyn Beck**, Wildlife Grant Administrator, 623-236-7530, [rbeck@azgfd.gov](mailto:rbeck@azgfd.gov) for any questions related to the **Heritage Grant application process** or **Heritage Grant program administration**

**Marty Herrera**, Heritage Fund Administrator, 623-236-7527, [mherrera@azgfd.gov](mailto:mherrera@azgfd.gov) for any questions related to the overall **Heritage Fund Program**

